

**MINUTES FOR  
PROJECT ENGINEERS MEETING  
Wednesday, July 25, 2001  
2:30 pm, Conference Room 'C'**

1. Branch Staff Meeting..... Tim Rountree  
Copy of Branch Minutes attached.
2. CADD & PC Update ..... Randy Bissette  
Archiving is now done on CD's but will be done next door in the future. This is important because the new server is getting full. Only store work related items on the server. Do not store personal items on the server. Don't archive and store on the server as well, just archive it. Go ahead and archive projects that may be on hold. You should be working off the "w" drive. We now have the software for the Florida Pier program. There are some problems with using this. If you have questions, see Laura.
3. Project Scoping..... Ricky Keith  
We will attempt to assign projects as early as possible so that you can visit the site prior to the scoping meeting. Please take the request for your input seriously and give some thought prior to the meeting about structure type, constructability issues, and construction staging issues. You need to be very vocal in these meetings if you recognize potential problems. This is also a good time to make Hydraulics aware of any difference in opinion you may have regarding structure type.
4. Requesting Subsurface Investigation..... Ricky Keith  
Please continue to send your requests to geology as soon as possible after a project has been assigned to you. Verify span arrangements sent to us by Hydraulics or do a bent layout on grade separations as quickly as you can regardless of proposed let dates. Bill Moore is experiencing difficulty in getting the drilling done on multiple projects with tight schedules. The sooner we get him information the sooner we get the information we will need for a foundation design.
5. Estimate Information ..... Ricky Keith  
It is no longer necessary to send a list of the final quantities on our plans to Doug Lane. Len Hill's memo of 6/4/01 stated that the estimate made at the 13<sup>th</sup> month would be sufficient. The only exception would be if conditions such as added bridge length, additional structures, etc. occur after the 13<sup>th</sup> month. If the scope of work changes then it is your responsibility to request an updated estimate if needed.
6. Drainage Systems on Structures ..... Ricky Keith  
If asked by Hydraulics to put a drainage system on a structure be sure to coordinate very closely with them on this. There may even be some options to get around this such as widening the deck slightly or modifying the approach drainage. If you are asked to put a drainage system on a cored slab we might need to look at raising the grade if possible and using girders instead. If you get a request for a system on a cored-slab let Tom Koch or me know. We are currently looking at developing some details for cases where we don't have any options.

7. Technical Training Committee Meeting..... Ricky Keith
- ❖ They are currently developing some training modules that will be available on CD. One of these will be the plan reading course that will target entry level technicians.
  - ❖ The development of the Technician Competency Based Pay System is still underway. Institution will follow training of supervisors. An employee assessment is expected sometime before the end of this year.
  - ❖ ITRE will train 40 people in the initial session of a context sensitive design course. After course evaluation by this group an additional 800-1000 employees will receive this training as well.
8. Other
- TVR New Standard Specification book will be coming out soon. There will be a new guardrail attachment and end of rail detail for all bridges. This will be effective January 2002.
- Laura January 2002 lettings – we will have a new pay item list. Hold off on estimates until you get this.
- TVR Do not send Soils a copy of the general drawing until we get the borings.